



Town of Oro Valley Classification Description

Title: **LEGAL SERVICES DIRECTOR**

Job Code: 1205

FLSA Status: Exempt

Department: Legal Department

Salary Grade: 130

POSITION SUMMARY:

Under administrative direction, provides legal counsel to Town Manager & staff, Mayor and Council Members. Directs legal staff and outside counsel engaged in the provision of legal advice to protect the interests of the Town. Acts as Town Prosecutor. In conjunction with Town Manager, assigns special projects for contract Town Attorney.

ESSENTIAL JOB FUNCTIONS:

- A. Responds to inquiries and requests and provides legal advice and counsel to Town Manager & staff, Mayor and Council Members, Police Department and various committees as required.
- B. Provides legal direction, coordination, planning and policy evaluation and interpretation for the organization.
- C. Directs and oversees the work of all Legal Department staff.
- D. Assigns work and reviews and approves the formal performance evaluation of Department staff.
- E. Prepares, reviews and approves reports and recommendations for Council agenda.
- F. Briefs contract Town Attorney for Council meeting issues.
- G. Reviews billings of contract Town Attorney in conjunction with the Town Manager.
- H. Reviews special assignments for the contract Town Attorney in conjunction with the Town Manager.
- I. Reviews proposed ordinances, resolutions and contracts; recommending revisions to ordinances and resolutions when necessary.
- J. Represents the Town in court and other legal proceedings.
- K. Conducts research and prepares legal opinions in response to questions and issues facing the Town.
- L. Provides administrative direction for, and handles court cases as required as the Town Prosecutor. Continues with State prosecution duties.
- M. Handles limited to full prosecution caseload. Must be available 24 hours a day for possible police situations.
- N. Trains police staff as required.
- O. Prepares budget, procurement analysis, management reports and other administrative/organizational tasks. Recommends Town prosecution policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable State and Federal statutes, rules, ordinances, codes and regulations governing municipal law, including ability to remain updated on changes that have the potential to affect the Town.
- Knowledge of judicial procedures, rules of evidence and methods of legal research.
- Knowledge of labor and employment law; and land use/acquisition law.
- Knowledge of Town and Department codes, policies and procedures.
- Must have management level skills to coordinate and supervise program activities at the local and state levels.
- Skill in utilizing personal computer hardware and software in carrying out day to day responsibilities.
- Skill in interpreting laws, regulations, policies, procedures and guidelines.
- Skill in preparing court documents and legal opinions.
- Skill in gathering, analyzing and organizing facts and evidence.
- Skill in verbal and written communication.
- Ability to effectively manage a general legal office and supervise professional, paraprofessional and support staff.
- Ability to work cooperatively in a team environment while managing multiple priorities and competing interests.

MINIMUM QUALIFICATIONS:

- A Juris Doctor degree.
- Minimum of seven (7) years' experience in general practice of law, plus strong management level experience; **OR** an equivalent combination of education and experience.
- Must possess at the time of application, and maintain throughout employment, a license to practice law in the state of Arizona.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is usually performed in an indoor environment.
- Travel to other locations both indoor and outdoor may be required in order to effectively carry out responsibilities.